

APPENDIX 2. SITE SURVEY ANALYSIS MEETING CHECKLIST

1. Location and type of project
2. Method used to conduct meeting
3. JON/JCN
4. Approved project scope from "Scope Validation Meeting"
5. Copies of Scope to hand out at the meeting
6. Attendees: Engineers on project, Air Traffic representatives, Operation representatives, SMO representatives, and other representatives
7. A List of items to discuss during the pre-engineering survey (Agenda)
8. List of criteria used to evaluate each site on their pro's and con's
9. List any suggested changes, either before or after engineering data has been gathered
10. Options available after each site has been evaluated
11. How data was collected on the individual sites
12. Assess the requirements for an Environment Due Diligence Audit (EDDA)
13. List of the advantages and disadvantages of each site
14. The conclusions drawn from each site's merit
15. List of items addressed in the open discussion of site selection
16. List of changes and/or corrections made to the data used for the site valuation
17. Identify the method that will be used to reach the full concurrence on the recommended site during the meeting
18. Meeting minutes that are background for the "Clearance Record" on the "Site Selection Analysis Report" (SSA)
19. Copy of the signed "SSA" report keep in the engineering project folder
20. Other items that might be useful to support the site selection analysis effort